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**From:** Han, Linda (DPH)  
**Sent:** Friday, March 04, 2011 2:46 PM  
**To:** Nassif, Julianne (DPH); Caloggero, Dina (DPH); Smole, Sandra (DPH); Connolly, Grace (DPH)  
**Subject:** RE: IR SOP for your review and comments  
**Attachments:** SA005 SOPv2 IncidentResponse 022411.doc

Sorry about sending the wrong IR SOP version last week. if you've already marked up the old version, I'm happy to take those comments since there weren't that many substantive changes to the text between versions other than the RESPONSIBILITIES section, and then there was nothing particularly controversial (for example, I need to include "lines of authority," so I put in some new stuff like, the PI reports to the division director" etc etc).

New version also reflects Dina's IT security section.

Grace: I'll add in your comments from the old draft, but can you eyeball these UMMS descriptions below? i had added in "Property Manager" when our former property manager suggested that he would be the appropriate UMMS representative to sign the SOP, but I suppose all that is open to change now. I guess I will send the document to the **UMMS JP Campus Managing Director (UMMS-MD)** for comments.

Thanks,  
lh

**4. UMMS JP Campus Managing Director (UMMS-MD) and Property Manager:**

Responsible for managing the overall operations at UMMS JP campus including emergency response planning and deployment of procedures during incidents and events which affect all tenant agencies located on campus.

**5. UMMS Facilities Manager (UMMS-FM):**

Responsible for managing UMMS JP emergency response planning and deployment of procedures during incidents and events which affect all tenant agencies located on campus. Ensure that UMMS security personnel participate in emergency response and incident reporting drills.

**6. UMMS Security Manager (UMMS-SM):**

Oversees building security and provides emergency response training to UMMS security personnel; ensures that UMMS security personnel participate in emergency response and incident reporting drills; maintains photo ID/pass card system for employee facility access control; maintains security of and controls access to the overall facility, including the main entrance and reception area at the front of the building and the entrance to and from the loading dock area; enforces security policies; reports any breaches in security to UMMS-MD and BLS director or designees.

**7. UMMS Environmental Health and Safety Officer (UMMS-EHS):**

Responsible for training of all UMMS and DPH employees in the overall facility Emergency Response and the Contingency Plan; provides technical expertise in developing appropriate health and safety related procedures and participates in drills to exercise plan.

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**From:** Han, Linda (DPH)  
**Sent:** Friday, February 25, 2011 1:46 PM  
**To:** 'Nassif, Julianne (DPH)'; Caloggero, Dina (DPH); Smole, Sandra (DPH); 'Connolly, Grace (DPH)'  
**Subject:** IR SOP for your review and comments

Thanks, and sorry about the short notice. I need to send this off to CDC in the next week or 2 at latest. lh